



OFFICE OF STATE PROCUREMENT

## NOTICE TO BIDDERS

### Solicitation Fact Sheet

### **- PLEASE READ THOROUGHLY -**

**BIDS FOR THIS SOLICITATION ARE BEING ACCEPTED SOLELY ONLINE THROUGH**

<https://emma.maryland.gov>

**THIS IS A SMALL BUSINESS RESERVE PROCUREMENT**

**SEE SECTION 8 BELOW**

**PROJECT NO.** ND-150-172-003

**TITLE:** Resurface Asphalt Campus Wide at Garrett Children's Center and Backbone Mountain Boys Camp, Maryland Department of Juvenile Services

For the purpose of this solicitation, the Instructions to Bidders for Construction Projects (March 2007), and the General Conditions for Construction Contracts (July 2018) have been supplemented as follows:

- 1. BID DUE DATE:** Wednesday, April 7, 2021 at 2:00 pm.
- 2. PRE-BID CONFERENCE is scheduled for:** Wednesday, March 24, 2021 at 10:00 am at Backbone Mountain Youth Center, 124 Camp 4 Road, Swanton, Maryland 21561.
- 3.** Carefully review the Department of General Services' Instructions to Bidders for Construction Projects (March 2007) and General Conditions for Construction Contracts (July 2018) which are attached to this solicitation.
- 4. The PROJECT CLASSIFICATION for this solicitation is:** "C" (\$500,000 to \$1,000,000)

### **5. PLANS AND SPECIFICATIONS:**

ALL BIDDERS are directed to obtain the Contract Documents directly from eMaryland Marketplace Advantage (eMMA). Please go to the "Attachments" section of the solicitation to view, print, and/or download the plans, specifications, any/all addenda, and all other documents available.

NOTE: For the purposes of bidding, all Contract Documents used for bidding, must be printed in the size and resolution advertised.

### **6. ATTACHMENTS: Bid/Proposal Affidavit, Bid Bond, and Payment of Employee Health Care Expenses Form.**

ALL forms required to be submitted with the bid must be attached to the eMMA solicitation response form as one attachment. Faxed copies or emails will not be accepted.

NOTE: For this solicitation, the following forms **MUST** be submitted with the bid:

- **Completed Bid Bond Form** (if bid is over \$100,000) – submit in accordance Item 4 in the Instructions to Bidders for Construction Projects.
- **Bid/Proposal Affidavit** – submit in accordance with Item 2.B(6) in the Instructions to Bidders for Construction Projects.
- **State Funded Construction Projects – Payment of Employee Health Care Expenses** – submit in accordance with Chapter 687, 2019 MD Laws (Senate Bill 433)

If bidders elect to attach forms to eMMA bids, the apparent low bidder will be required to submit the original bid bond within 72 hours of notification from procurement officer.

## **7. MINORITY BUSINESS ENTERPRISE:**

The MBE subcontracting participation goal for this solicitation is: 0%

## **8. SMALL BUSINESS RESERVE (SBR) PROCUREMENT:**

This solicitation has been designated as “SBR,” an award can only be made to a certified SBR vendor. Certification is an online process through the vendor registration on the state's eProcurement platform - [eMaryland Marketplace Advantage \(eMMA\)](#).

### **SBR Program Eligibility Standards:**

- The business is independently owned and operated.
- The business is not a subsidiary of another business.
- The business is not dominant in its field of operation at the national level.
- The wholesale operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed three fiscal years\*.
- The retail operations of the business did not employ more than 25 persons, or the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed three fiscal years\*.
- The manufacturing operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed three fiscal years\*.
- The service operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed three fiscal years\*.
- The construction operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed three fiscal years\*.
- The architectural and engineering operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed three fiscal years\*.

*\* If a business has not existed for three years, the gross sales average is computed for the period in which the business has existed. For newly-formed businesses the determination will be based upon employee levels.*

## **9. COMPLETION TIME AND LIQUIDATED DAMAGES:**

The work shall be completed within 120 calendar days from the start date of the contract. If the work is not completed within the time period specified, the contractor will be liable for liquidated damages of \$550.00 per calendar day as specified in the “General Conditions.”

## **10. INSURANCE REQUIREMENT:**

The base bid shall include without limitation, labor, materials, bailing, shoring, removal, overhead, profit, insurance (**including builder’s risk insurance, if applicable**) etc.

NOTE: Refer to the General Conditions for Construction Projects, 10.01: Insurance Requirements.

## **11. TIME FOR BID ACCEPTANCE:**

Bid prices are irrevocable for a period of 120 days following bid opening. After opening bids, the Procurement Officer may request bidders to extend the time during which the State may accept their bids, provided that, with regard to bids, no other change is permitted.

## **12. ELECTRONIC TRANSACTION:**

Filing an electronic protest will not be permitted for this solicitation (COMAR 21.10.01.C) and (COMAR 21.03.05.03).

## **13. QUESTIONS DEADLINE:**

The deadline for questions has been established as **Wednesday, March 31, 2021 at 2:00 pm**, to ensure that there is enough time to allow for the A/E to provide responses and possible Addendum issuance if necessary. Please email questions to Kim Langkam, Procurement Officer at [Kimberly.langkam@maryland.gov](mailto:Kimberly.langkam@maryland.gov).

## **14. EXECUTED CONTRACTS**

**ALL** DGS contracts must have a company seal or notary on the signature page of the contract in order for contracts to be executed.

## **15. PAYMENT OF EMPLOYEE HEALTH CARE EXPENSES CERTIFICATION**

Payment of Employee Health Care Expenses Certification, Under State Finance & Procurement Article Title 17, Subtitle 8, Form **MUST** be submitted by the apparent awardee during bid evaluation. Failure to submit the form will deem the bidder as non-responsible and the bid will be rejected under COMAR 21.06.01.01.

## **16. PREVAILING WAGE RATES**

Prevailing wage rates apply to all contracts in the amount of \$500,000 or more. Wage rates applicable to projects of \$500,000 or more are attached to the specifications.